

GRAND SLAM LIMITED
Incorporating
**HOKOWHITU
BRIDGE CLUB**



GRAND SLAM LIMITED

[Trading as **Hokowhitu Bridge Club**]

BOARD MEETING

MINUTES 2016 – 07

Friday 8th July, at 4.30 p.m.

Present		
<i>Name</i>	<i>Role</i>	<i>Initials used</i>
Julie Bunnell	Chair	JB
Tim Coolbear	Deputy Chair	TC
Graeme Donaldson	Secretary	GD
Derek Knighton	Board Member	DK
Caroline McCartin	Treasurer	CM
Paul Orsborn	Board Member	PO

Reference	Item	Outcome/ Action, date
07.1	<u>WELCOME</u>	
07.1.(i)	JB welcomed the Board members Note – CM had advised could not attend until 5.00; items not requiring CM's presence dealt with first	
07.2	<u>APOLOGIES</u>	
	Apologies for absence received from: Andrea Bennett Apologies for lateness received from: Caroline McCartin Resolved: That the apologies be accepted Moved from the chair: JB	<u>Carried</u>
07.3	<u>CONFIRMATION OF MINUTES</u>	
07.3.(i)	Resolved: that the minutes of the Board Meeting 12 th June 2016 be confirmed. Moved from the Chair: JB	<u>Carried</u>

Reference	Item	Outcome/ Action, date
07.4	<u>MATTERS ARISING</u>	
07.4.(i)	<p>Action List</p> <p>a. Health & Safety requirements (DK) DK tabled Hazard Management Register. Four key hazards identified:</p> <p>i) Steps to venue – trips and falls due to poor lighting entrance/exit Check sensor adjustment:</p> <p>ii) Trespassers – emotional distress/physical injury Include in Club induction document – buddy system:</p> <p>iii) Wet floor – trips and falls in kitchen Include in Club induction document – wet floor signs:</p> <p>iv) Uneven carpet – trips and falls Assess extent of risk and socialise with Bowling club as necessary</p> <p>b. Lorraine and Leo employment contract status (CM) c. CM registration as Director with Companies Office (JB) d. Monthly supper suggestion (All)</p>	<p>TC by 31st July</p> <p>} DK by 31st August</p> <p>Deferred Completed Deferred</p>
07.4.(ii)	<p><u>Other Matters Arising</u></p> <p>None</p>	
07.5	<u>CORRESPONDENCE</u>	
07.5.(i)	<p>Inwards</p> <p>IRD – Paye June return Westpac – June Statement Waikanae Bridge Club – Multi-grade Tournament 7th August Cancer Society – Annual report NZ Bridge – June Quarter Levy Invoice</p> <p>Email</p> <p>NZ Bridge – Levy invoices & June Quarter Masterpoint update. NZ Bridge – Bulletin 1 - International Programme for 2017 NZ Bridge – Minutes for the recent National Conference and copies of the Regional Reports NZ Bridge – Minutes of Board Meeting Monday 23rd May 2016 NZ Bridge – Preliminary Notice of the Annual General Meeting NZ Bridge – Annual return form for 2016 – due 31 July CDRC – Rangiora Bridge Club's 50th Anniversary CDRC – Fwd: CD Fullarton Provincial Teams CDRC – Fwd: Hastings Bridge Club Open Teams Tournament Flyer CDRC – Fwd: Havelock Nth Bridge Club Open Tournament Flyer CDRC – Fwd: Wellington Bridge Club Open Tournament Flyer Levin Bridge Club - Open Tournament Flyer Paraparaumu Bridge Club - Junior Tournament Flyer</p>	
07.5.(ii)	<p>Outwards</p> <p>All Members – June Newsletter</p> <p>Email</p> <p>All Central Districts and Wellington region Bridge Clubs – Daffodil Day Tournament notice Various Firms & organisations – D. Day Sponsorship requests Bowling Club – Re liaison meeting 13th June</p>	

Reference	Item	Outcome/ Action, date									
	<p>Payments to be Ratified and/or Approved</p> <p>Resolved: That the May payments (as per the <u>attached</u> schedule) totalling \$595.75 be Approved/Ratified</p> <p>Moved: CM Seconded: TC</p>	<u>Carried</u>									
07.7	<p><u>PROJECTS FOR 2016</u></p> <p>a. Website upgrade (DK/JB) Various sites looked at. Wondered if should wait until NZ Bridge had decided on and completed their revamp, but this could be too far out. PNBC issues with Pianola noted.</p> <p>b. Strategic planning (TC) TC tabled progress so far (as per e-mail) and requested critique prior to next Board Meeting to progress further. JB raised archiving – essentially “corporate memory” of the bridge club. TC will include in next iteration.</p> <p>c. Role descriptions (AB) No update in AB’s absence. TC agreed to dig out any examples he has (from previous organisations) describing roles that might be relevant. JB to contact NZBridge, CD region and/or PNBC for examples, if any.</p>	<p>DK/JB to discuss and decide “what next”. Update next meeting</p> <p>All to review with critique to TC before next meeting (pref. by 22nd July)</p> <p>JB/TC to get back to AB with any info found by next meeting.</p>									
07.9	<p><u>MEMBERSHIP</u></p>										
07.9(i)	<p><u>Applications for Membership</u></p> <table border="0"> <tr> <td>Name</td> <td>Proposed by</td> <td>Seconded by</td> </tr> <tr> <td>Kelvin Rutgers</td> <td>Julie Bunnell</td> <td>G Donaldson</td> </tr> <tr> <td>Jacque Rutgers</td> <td>Julie Bunnell</td> <td>G Donaldson</td> </tr> </table> <p>Resolved: that the applications for membership be accepted</p> <p>Moved: GD Seconded: TC</p>	Name	Proposed by	Seconded by	Kelvin Rutgers	Julie Bunnell	G Donaldson	Jacque Rutgers	Julie Bunnell	G Donaldson	<u>Carried</u>
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07.9.(ii)	<p><u>Resignations</u></p> <p>Nil</p>										
07.10	<p><u>LEGAL REQUIREMENTS</u></p> <p>JB confirmed that CM was now a named Director on the company documents in place of AB.</p> <p>JB advised that the Annual Return to the Companies Office has been filed at a cost of \$45.</p>										
07.11	<p><u>TOURNAMENTS</u></p>										
07.11.(i)	<p><u>Daffodil Day Charity Tournament 2016</u></p> <p>Sponsorship – JB advised that 35 letters (25 mail, 10 e-mail) sent out 27th June to last year’s sponsors and previous year’s. 5 responses so far with one \$50 gift card from Pak’n’Save.</p>										

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	<p>Telephone follow-up due.</p> <p>Prizes – items to be canvassed from Club members. Pauline can only wrap those received by end July since away from August 5.</p> <p>Catering – kitchen on the day will be run by JM and GD. JM cannot help prior. List of food items for supper complete. Morning tea items required.</p> <p>Roster – PO to complete; some names could be allocated based on “prior history” – certain people enjoy helping in familiar ways.</p>	<p>PO to canvass next Wednesday Club night.</p>
07.12	<u>LIAISON WITH BOWLING CLUB</u>	
07.12.(i)	<p>JB/TC met with Bowling Club Committee 13th June – report circulated immediately after. JB sent out a follow-up summary e-mail to the Bowling Club.</p> <p>Amended Tenancy Agreement not yet received.</p> <p>Insurance copy not yet received (was with their accountant).</p> <p>Invoices received and paid</p> <p>Lighting – reported to have been adjusted, but uncertain as to how effectively. Suggestion made to get informal quote on professional adjustment.</p> <p>Discussion held on Bowling Club proposal for \$5 social membership per head – believed to enable drinks Friday evenings, no bar licence fee, venue charge waived for tournaments. Bartending will still be a cost. Need to confirm this is all correct and understand what the membership year is.</p> <p>Suggestion to include social membership in next year’s bridge club fees held over until have the information to enable decision on whether or not to become social members.</p>	<p>JB to enquire of Bowling Club if OK with them if we do this</p> <p>JB to follow up and advise next meeting</p>
07.13	<u>LESSONS & LEARNERS GROUP</u>	
07.13.(i)	<p><u>Beginners Lessons 2016</u></p> <p>DK commented had supported the learners on a recent evening and had struggled with what they knew and what they didn’t. Two “attitudes” – some grateful for critique, others resistant.</p> <p>Roster of helpers in place for rest of July.</p> <p>CM commented having perennial issues with attendance, with literally an hour’s notice of no-shows.</p> <p>Alister will run an individual ladder with them in August during the Club Championships.</p> <p>Discussion held on involvement of the Beginners in the September teams event – refer to General Business 07.14(i)a (for Minutes, item transferred to this section for clarity).</p> <p>October and November – a buddy system suggested.</p>	
07.13.(ii)	<p><u>Improvers Session 2016</u></p> <p>Not discussed.</p>	
07.14	<u>GENERAL BUSINESS</u>	

